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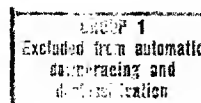
MEMORANDUM FOR: Special Assistant to the Deputy Director for Support

SUBJECT : Proposed Revisions of Regulations HR [ ] Re  
Reimbursement for Use of Taxicabs for Commuting by  
Personnel TDY in the United States

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1. This memorandum contains a recommendation in paragraph 6.
2. Agency regulations permit authorization for the use of taxicabs by personnel for commuting between place of lodging and place of business when on TDY. Justification for authorizing the use of taxis for commuting between place of lodging and place of business varies greatly between foreign and domestic TDY locations. TDY travelers in foreign cities frequently are unfamiliar with the city, its transportation facilities, the language of the area, local conditions affecting personal safety, security, and sanitation. As taxicab fares in most foreign cities are relatively low in cost, their use in foreign cities for commuting between residence and place of business can be substantiated without difficulty. The same rationale cannot be applied "across the board" to personnel performing TDY in the United States and specifically those performing TDY at headquarters. Commercial bus companies service the headquarters Langley building with nearby counties of Virginia and Maryland, and downtown Washington, D. C. Other headquarters buildings are also served by commercial bus lines. The round trip bus fare from Washington, D. C. to Langley is eighty cents as opposed to the round trip taxi fare of approximately \$10.00.
3. A standard policy has not been established for the application of this regulatory provision. Field installations and headquarters components are known to apply varying standards when approving reimbursement to personnel TDY in the United States commuting between place of lodging and place of business.
4. Agency regulations which permit the use of taxicabs between place of lodging and place of business differ from (a) the Standardized Government Travel Regulations (SGTR), Section 3.4a, which provide that the use of taxicabs between place of lodging and place of business must be authorized or approved as advantageous to the Government, and (b) the Foreign Service Travel Regulations (FSTR), Section 141q, which limit reimbursement for use of taxicabs to between place of lodging and place of business to outside the United States.

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5. The following proposed revisions of HR [ ] are intended to develop greater equity in reimbursements to travelers and to effect economies by establishing a more prudent policy (underlining indicates additions; cross-hatching indicates deletions):

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a. [ ]

"Use of taxicabs (including tips of 10 percent within CONUS or in accordance with local custom abroad) when an employee is on official business:

- (1) Between places of business (except as provided in HR [ ] for metropolitan Washington area travel);
- (2) Between terminal and place of lodging or place of business;
- (3) Between place of lodging and place of business outside ~~the~~ CONUS; and
- (4) In other cases when an employee is away from his post of duty must be if specifically authorized or approved by a Deputy Director as advantageous to the Government.

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6. It is recommended that the proposed revised paragraphs for HR [ ] be published as they appear in paragraph 5 above.

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[ ]  
/ R. H. FUCHS  
Director of Finance

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Approved For Release 2003/04/29 : CIA-RDP84-00780R001300040013-2

TO:		DATE: 3 August 1966	
Mr. Warfield			
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Recommend your signature.			
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ROOM NO.	BUILDING	EXTENSION	

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